

وَرَتِّلِ الْقُرْآنَ تَرْتِيلًا

And recite the Qur'aan  
in a measured tone

تَسْهِيلُ التَّجْوِيدِ

**Simplified Rules for  
Reciting the  
Holy Qur'aan  
Correctly**



وَرَتِّلِ الْقُرْآنَ تَرْتِيلًا

And recite the Qur'aan  
in a measured tone

تَسْهِيلُ التَّجْوِيدِ

**Simplified Rules For  
Reciting the  
Holy Qur'aan  
Correctly**

**Simplified Rules for Reciting  
the Holy Qur'aan Correctly**  
is specially formulated for the  
makaatib, madaaris and  
the non-conversant

This kitaab is also available  
on an audio cassette

Published by:  
Islamic Publications  
P. O. Box 289 Crown Mines  
2025 S. Africa  
Tel: +27 11 837 6768  
e-mail: rafeeqe@wol.co.za  
© Copyright Islamic Publications 2002



# بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## Contents

## Page

	Introduction:	iv
Lesson 1:	Correct Pronunciation	1
Lesson 2:	Huroofe Tafkheem	3
Lesson 3:	Huroofe Maddah or Open Letters	5
Lesson 4:	Closed Letters	6
Lesson 5:	Other Types of Maddah	7
Lesson 6:	Laam of the Glorious word ﷲ	9
Lesson 7:	Rules of Ra (Tafkheem)	10
Lesson 8:	Rules of Ra (Tarqeeq)	11
	Exceptions to the Rules of Ra	12
Lesson 9:	Ghunnah in Noon and Meem Mushaddad	14
Lesson 10:	Qalqalah	15
Lesson 11:	Ikhfaa in Noon Saakin and Tanween	17
Lesson 12:	Izhaar in Noon Saakin and Tanween	19
Lesson 13:	Idghaam in Noon Saakin and Tanween	21
Lesson 14:	Qalb in Noon Saakin and Tanween	23
Lesson 15:	Ikhfaa in Meem Saakin	24
Lesson 16:	Idghaam in Meem Saakin	24
	Izhaar in Meem Saakin	24

## Recommendation

The mu'allim should let the learners mark passages in the Qur'aan on their own after every lesson.



# بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## INTRODUCTION

In this booklet we have used the following 10 colours to identify the different rules of tajweed and makhaarij:

 Red	 Blue	 Purple	 Green	 Yellow
 Brown	 Light Blue	 Dark Green	 Light Green	 Orange

There are 16 simple lessons in this booklet, covering basic rules for reciting the Holy Qur'aan correctly.

Besides Huroofe Maddah, the other madds have been discussed very briefly due to their complexity. If the mu'allim finds them to be complex for his pupils, he should postpone them for the last or for the higher classes.

The first 5 lessons deal mainly with correct pronunciation. The mu'allim, especially of Classes 1 and 2, is urged to teach them thoroughly, as mispronunciation of letters could have serious implications. The subsequent lessons deal with other aspects of tajweed which should be taught from Class 3, according to the schemes of work.

We urge the mu'allim to do each lesson thoroughly so that the learners have a strong foundation whilst easing the task of the mu'allim in the subsequent classes.

We are confident that learning all the rules and doing all the worksheets contained in this text book will enable the learner - with Allah's help - to recite the Holy Qur'aan correctly, insha-Allah. As an added advantage, an audio cassette of this book, available from the Jamiat Taalimi Board, is highly recommended for the mu'aalim as well as the learners.

May Allah ease your task as a mu'allim and reward you abundantly for teaching His Word to His servants correctly. Aameen.

*The Taalimi Board*



## LESSON 1

### CORRECT PRONUNCIATION

All letters of the Arabic alphabet must be pronounced correctly, especially the ones in red. They are called Special Letters. If one does not pronounce the letters correctly, the meanings can change very much. If the meanings change for the worse, the reciter can become sinful. If the mistake is made in salaah, it is possible the salaah can break. The letters of the Arabic alphabet are as follows:

ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق  
ك ل م ن و ه ء ي

One should be careful not to read one letter for another in the following groups of letters

ت ط ث س ص ح ه خ غ د ض ذ ز ظ ع ء ق ك

See how the meanings change if we read one letter for another.

دَلَّ	He directed	ضَلَّ	He went astray
سَيْفٌ	Sword	صَيْفٌ	Summer
عَلِيمٌ	All Knowing	أَلِيمٌ	Terrible/painful
كَلْبٌ	Dog	قَلْبٌ	Heart

Practise Special Letters in the **worksheet** on the next page. All Special Letters are in red.



أَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ ○

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ○

يَا أَيُّهَا الَّذِينَ آمَنُوا أَنْفِقُوا مِنْ طَيِّبَاتِ مَا كَسَبْتُمْ وَمِمَّا

أَخْرَجْنَا لَكُمْ مِنَ الْأَرْضِ ۖ وَلَا تَيَمَّمُوا الْخَبِيثَ مِنْهُ

تُنْفِقُونَ وَلَسْتُمْ بِأَخِيذِهِ إِلَّا أَنْ تُغْمِضُوا فِيهِ ۚ

وَاعْلَمُوا أَنَّ اللَّهَ غَنِيٌّ حَمِيدٌ ○ الشَّيْطَانُ يَعِدُكُمُ الْفَقْرَ

وَيَأْمُرُكُم بِالْفَحْشَاءِ ۗ وَاللَّهُ يَعِدُكُم مَغْفِرَةً مِنْهُ وَ

فَضْلًا ۚ وَاللَّهُ وَاسِعٌ عَلِيمٌ ○ يُؤْتِي الْحِكْمَةَ مَنْ

يَشَاءُ ۚ وَمَنْ يُؤْتَ الْحِكْمَةَ فَقَدْ أُوتِيَ خَيْرًا كَثِيرًا ۚ وَ

مَا يَذْكُرُ إِلَّا أُولُوا الْأَلْبَابِ ○ وَمَا أَنْفَقْتُمْ مِنْ نَفَقَةٍ أَوْ

نَذَرْتُمْ مِنْ نَذْرٍ فَإِنَّ اللَّهَ يَعْلَمُهَا ۚ وَمَا لِلظَّالِمِينَ مِنْ

أَنْصَارٍ ○ إِنْ تَبَدُّوا لَصَدَقْتَ فَبِعِزَّتِهَا ۚ



## LESSON 2

### HUROOFE TAFKHEEM

خُصَّ ضَغُطٌ قِطٌ

The Huroof Tafkheem should be pronounced with tafkheem (full mouth) even if they have a kasrah/zer ( ِ ).

Huroof Tafkheem are in brown in the following examples.

خَبِيرٌ صَلَحَ ضَرَبَ غَيْرَ طَبَعَ قَدَمَ ظَلَمَ  
مُطْمَئِنٌّ عَظِيمٌ بِالْحَقِّ فَمِنْ اضْطُرَّ غَيْرَ بَاغٍ  
قَصَصْنَا صِرَاطٍ مُسْتَقِيمٍ غَيْرِ الْمَفْضُوبِ

If a Tafkheem Letter with a fathah is followed by an Alif, the Alif will also be pronounced with tafkheem. A fathah muqaddarah ( اُ ) is the same as an Alif preceded by a fathah ( اَ ).

In the following examples the Tafkheem Letters (in brown), together with the Alif must be pronounced with tafkheem (full mouth).

غَافِلًا قَاتِلُوا خَالِدًا أَبْصَارِهِمْ وَيُسْقَىٰ صَالِحِينَ  
وَلَا الضَّالِّينَ سُلْطٰنٌ لِّتَشْقٰى طُهُ ص ق طَسَمَ

Practise the Special Letters and Huroof Tafkheem in the **worksheet** that follows.



أَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ ○

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ○

يَا أَيُّهَا الَّذِينَ آمَنُوا أَنْفِقُوا مِنْ طَيِّبَاتِ مَا كَسَبْتُمْ وَمِمَّا

أَخْرَجْنَا لَكُمْ مِنَ الْأَرْضِ ٥ وَلَا تَتَّبِعُوا الْخَبِيثَاتِ مِنْهُ

تَنْفِقُونَ وَلَسْتُمْ بِأَخِيذِهِ إِلَّا أَنْ تُغْمِضُوا فِيهِ ٦

وَاعْلَمُوا أَنَّ اللَّهَ غَنِيٌّ حَمِيدٌ ○ الشَّيْطَانُ يَعِدُكُمُ الْفَقْرَ

وَيَأْمُرُكُمُ بِالْفَحْشَاءِ ٧ وَاللَّهُ يَعِدُكُم مَغْفِرَةً مِنْهُ وَ

فَضْلًا ٨ وَاللَّهُ وَاسِعٌ عَلِيمٌ ○ يُؤْتِي الْحِكْمَةَ مَنْ

يَشَاءُ ٩ وَمَنْ يُؤْتَ الْحِكْمَةَ فَقَدْ أُوتِيَ خَيْرًا كَثِيرًا ١٠ وَ

مَا يَذْكُرُ إِلَّا أُولُوا الْأَلْبَابِ ○ وَمَا أَنْفَقْتُمْ مِنْ نَفَقَةٍ أَوْ

نَذَرْتُمْ مِنْ نَذْرٍ فَإِنَّ اللَّهَ يَعْلَمُهَا ١١ وَمَا لِلظَّالِمِينَ مِنْ

أَنْصَارٍ ○ إِنْ تَبَدُّوا لَصَادَقْتَ فَنِعْمَ هِيَ ١٢



## LESSON 3

### HUROOFE MADDAH OR OPEN LETTERS ( وای )

Make madd equal to 1 Alif ( ا ) in Huroof Maddah. If one does not, it can change the meaning. Measure an Alif by opening a closed finger.

Colour: Green dash beneath the Harfe Maddah ( ـ ). Detailed explanation with examples follow:

(A) Waaw Saakin preceded by dhammah ( وُ / ؤ ) as in

تُؤْبُوا أَوْتُوا كُونُوا يَقُولُونَ تَصُومُوا لَهُ فَأَوْ رَبُّهُ

(B) Alif preceded by fathah ( اِ / اُ / اَو ) as in

وَوَضَعْنَا وَرَفَعْنَا إِنْسَانٌ كَلَّا نَاصِيَةٍ زَلْزَالَهَا أَثْقَالَهَا  
وَالضُّحَى سَجَى قَلَى وَلَلْآخِرَةُ فَاوَى طَهْ مَلِكِ ذَلِكَ  
غَفُورًا قَدِيرًا تَوَابًا حَكِيمًا أَتْرَابًا دِهَاقًا

(C) Yaa Saakin preceded by kasrah ( يِ / يَ ) as in

الَّذِينَ تَرْمِيهِمْ فِي جِيدِهَا سَيِّئِينَ فَأَدْخِلِي فِي عِبَادِي  
جَنَّتِي مِيثَاقِهِ رَبِّهِ مِثْلِهِ لَا يَسْتَحْيِي إِيَّاهُمْ

Find 5 examples of each from the Qur'aan on your own.



## LESSON 4

### CLOSED LETTERS (NO HARFE MADDAH)

When there is no Harfe Maddah, especially at the end of words, do not make madd or drag. Colour: Red dot (•)

In the **worksheet** below, practise the Special Letters, Huroofe Tafkheem, Huroofe Maddah and Closed Letters.

#### Worksheet

أَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ ○ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ○

يَا أَيُّهَا الَّذِينَ آمَنُوا أَنْفِقُوا مِنْ طَيِّبَاتِ مَا كَسَبْتُمْ وَمِمَّا

أَخْرَجْنَا لَكُمْ مِنَ الْأَرْضِ ۖ وَلَا تَتَّبِعُوا الْخَيْبَ مِنْهُ

تُنْفِقُونَ وَلَسْتُمْ بِأَخِيهِ إِلَّا أَنْ تُفْضُوا فِيهِ ط

وَاعْلَمُوا أَنَّ اللَّهَ غَنِيٌّ حَمِيدٌ ○ الشَّيْطَانُ يُعِدُّكُمُ الْفَقْرَ

وَيَأْمُرُكُمْ بِالْفَحْشَاءِ ۖ وَاللَّهُ يَعِدُكُم مَّغْفِرَةً مِنْهُ وَ

فَضْلًا ط وَاللَّهُ وَاسِعٌ عَلِيمٌ ○ يُؤْتِي الْحِكْمَةَ مَنْ

يَشَاءُ ۚ وَمَنْ يُؤْتَ الْحِكْمَةَ فَقَدْ أُوتِيَ خَيْرًا كَثِيرًا ط وَ

مَا يَذَّكَّرُ إِلَّا أُولُو الْأَلْبَابِ ○



## LESSON 5

### THE OTHER TYPES OF MADD

(A) Madde Muttasil ( — ) when Hamzah ( ء ) follows a Harfe Maddah ( و / ا / ي ) in the same word. Duration: 3 Alifs: Examples:

وَجَاءَ وَالْقَائِلِينَ يَشَاءُ

(B) Madde Munfasil ( ~ ) when Hamzah ( ء / ا ) follows a Harfe Maddah ( و / ا / ي ) in the next word. Duration: 3 Alifs: Examples:

كَمَا أَمَرْتُ فَأَوْحَىٰ إِلَىٰ قَالُوا أُوذِينَا فِي أَنْفُسِكُمْ

(C) Madde Laazim ( — ) when a tashdeed ( ّ ) or sukoon ( ْ ) follows a Harfe Maddah ( و / ا / ي ). Duration: 5 Alifs. Examples:

أَتَحَاجُّونِي بِضَارِّينَ أَلْتَنُ الْمَرَّةَ طَسَمَ يَسَ قَ ت

(D) Madde Aaridh Waqfee. This appears at the end of the aayah when there is a sukoon due to waqf (stopping) after Harfe Maddah ( و / ا / ي ). Duration 3 Alifs.

Symbol: A long, green madd ( ~ ). Examples:

هُمْ يُوقِنُونَ ۝ وَالنَّاسُ ۝ خَلَقَ الْإِنْسَانَ ۝ وَمَا هُمْ بِمُؤْمِنِينَ ۝

(E) Madde Leen Aaridh. This appears at the end of the aayah when there is a sukoon due to waqf after Harfe Leen. Harfe Leen means Waaw saakin or Yaa saakin after a fathah ( و / ا / ي ).

Symbol: A long, green madd ( ~ ). Duration: 2 Alifs. Examples:

مِنْ خَوْفٍ ۝ وَلَا نَوْمٍ ۝ أَنْظِرْ إِلَيْكَ ۝ وَالصَّيْفُ ۝

**Note:** Measure an Alif by opening a closed finger.

Find 5 examples of each of the above from the Qur'aan.



## Worksheet

Practise the Special Letters, Huroofe Tafkheem, Huroofe Maddah, Closed Letters, and the different types of madd.

أَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطَانِ الرَّجِيْمِ ۝ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ۝

يٰۤاَيُّهَا الَّذِيْنَ اٰمَنُوْا اَنْفِقُوْا مِنْ طَيِّبٰتِ مَا كَسَبْتُمْ وَمِمَّا

اَخْرَجْنَا لَكُمْ مِّنَ الْاَرْضِ ۖ وَلَا تَيَمَّمُوا الْخَبِيْثَ مِنْهُ

تُنْفِقُوْنَ ۚ وَلَسْتُمْ بِاَخِيْذٍ اِلَّا اَنْ تَقْضُوْا فِيْهِ ۚ

وَاعْلَمُوْا اَنَّ اللّٰهَ غَنِيٌّ حَمِيْدٌ ۝ الشَّيْطٰنُ يَدْعُوْكُمْ الْفَقْرَ

وَيَاْمُرُكُمْ بِالْفَحْشَآءِ ۚ وَاللّٰهُ يَدْعُوْكُمْ مَّغْفِرَةً مِّنْهُ وَ

فَضْلًا ۚ وَاللّٰهُ وَاسِعٌ عَلِيْمٌ ۝ يُؤْتِي الْحِكْمَةَ مَنْ

يَشَآءُ ۚ وَمَنْ يُؤْتَ الْحِكْمَةَ فَقَدْ اُوْتِيَ خَيْرًا كَثِيْرًا ۚ وَ

مَا يَذْكُرُ اِلَّا اَوْلُوْا الْاَلْبَابِ ۝ وَمَا اَنْفَقْتُمْ مِّنْ نَّفَقَةٍ اَوْ

نَذَرْتُمْ مِّنْ نَّذْرٍ فَاِنَّ اللّٰهَ يَعْلَمُ ۚ وَمَا لِلظّٰلِمِيْنَ مِنْ

اَنْصَارٍ ۝ اِنْ تَبَدُّوْا لِمَصَدَقَةٍ فَاِنَّهَا هِيَ ۚ



## LESSON 6

### LAAM OF THE GLORIOUS WORD 'ALLAH' ( اَللّٰهُ )

#### (A) Tafkheem (full mouth):

If there is a fathah ( ﺍَ ) or dhammah ( ﺍُ ) before the Laam of اَللّٰهُ , read the Laam with tafkheem (full mouth).

Colour: Brown Laam, brown tashdeed, brown fathah or dhammah. Examples follow:

سُبْحَانَكَ اَللّٰهُمَّ عِنْدَ اَللّٰهِ حَسْبِيَ اَللّٰهُ فَرَّادَهُمُ اَللّٰهُ  
اِنَّ اَللّٰهُ اَرَادَ اَللّٰهُ عَهْدَ اَللّٰهِ مَا اَمَرَ اَللّٰهُ مَعَ اَللّٰهِ  
رَسُولُ اَللّٰهِ وَاِذْ قَالُوا اَللّٰهُمَّ وَاتَّقُوا اَللّٰهُ يَعْلَمُهُ اَللّٰهُ

Find 5 examples of tafkheem from the Qur'aan on your own.

#### (B) Tarqeeq (empty mouth):

If there is a kasrah ( ﺍِ ) before the Laam of اَللّٰهُ , read the Laam with tarqeeq (empty mouth).

Colour: Blue Laam, blue tashdeed, blue kasrah. Examples follow:

بِاَللّٰهِ قُلِ اَللّٰهُمَّ بِاَيْتِ اَللّٰهِ بِسْمِ اَللّٰهِ مِنْ دُونِ اَللّٰهِ

Find 5 examples of tarqeeq from the Qur'aan on your own.



## LESSON 7

### RULES OF RAA (TAFKHEEM)

(A) If the Raa has a fathah (رَ / رٌ); or fathah muqaddarah (رُ); or dhammah (رُ / رٍ), read it with tafkheem (full mouth) even if such a Raa has a tashdeed.

Colour: Brown Raa, brown fathah, brown fathah muqaddarah, brown dhammah. Examples follow:

رَبَّنَا رَبِّمَا أَمَرَ كَفَرُوا بِحِجَارَةٍ رَاضِيَةً رَجُفُونَ  
حَرَّمَ أَرَادَ اللَّهُ زَرَابِي طَيْرًا مُسْتَقَرًّا سُرُرًا أَجْرًا

(B) If the Raa has a sukoon, and the letter before the Raa has a fathah (رَ -) or dhammah (رُ -), read it with tafkheem (full mouth).

Colour: Brown Raa, brown sukoon, brown fathah, brown dhammah. Examples follow:

وَأَرْسَلَ تَرْمِيهِمْ وَأَنْحَرُ وَأَذْكَرُ وَمَنْ يَشْكُرُ قُرْآنُ

(C) If the Raa has become a saakin (رُ) due to waqf (stopping), and the letter before the Raa has a sukoon, look at the letter before the sukoon; if it has a fathah or dhammah, the Raa will be read with tafkheem (full mouth).

Colour: Brown Raa, brown sukoon, brown fathah or dhammah. Examples follow:

وَالْفَجْرِ فِي النَّارِ وَالْعَصْرِ لَفِي خُسْرٍ مِنْ نُورٍ

Find few examples of each of the above from the Qur'aan.



## LESSON 8

### RULES OF RAA (TARQEEQ)

(A) If the Raa has a kasrah ( رِ / رٍ ), read it with tarqeeq (empty mouth).

Colour: Blue Raa, blue kasrah. Examples follow:

رِجَالٌ كَرِهَ رِزْقًا عَنْ ذِكْرِ اللَّهِ مِنْ خَيْرٍ فِي النَّارِ

(B) If the Raa has a sukoon, and the letter before the Raa has a kasrah ( رَ ), read it with tarqeeq (empty mouth).

Colour: Blue Raa, blue sukoon, blue kasrah. Examples follow:

يَسْتَغْفِرُ لَكُمْ وَأَنْذِرُ وَذَكَّرُ

(C) If the Raa has become a saakin ( رْ ) due to waqf (stopping), and the letter before the Raa has a saakin, look at the letter before the saakin. If it has a kasrah, the Raa will be read with tarqeeq (empty mouth).

Colour: Blue Raa, blue kasrah. Examples follow:

لِذِي حِجْرٍ وَلَا بَكْرٍ

Find 5 examples of each of the above from the Qur'aan on your own.



## EXCEPTIONS TO THE RULE OF RAA

(A) The Raa saakin preceded by a kasrah will only be read with tarqeeq (empty mouth) if the kasrah before the Raa saakin is aslee (original).

Examples:

بِشْرِكِكُمْ فِرْعَوْنَ وَأَنْذِرْهُمْ

But if the kasrah before the Raa saakin is not original, (but is aardhee), it will be read with tafkheem (full mouth).

Examples:

ارْجِعُوا ارْجِعِي

(B) If the kasrah before the Raa saakin is not in the same word, it will be read with tafkheem (full mouth).

Examples:

رَبِّ ارْجِعُونِ أَمْ ارْتَابُوا

(C) If the Raa saakin is followed by a letter of tafkheem, it will be read with tafkheem (full mouth).

Examples:

لَبِالْمُرْصَادِ وَارْصَادًا قِرْطَاسٍ فِرْقَةٍ

Practise the Special Letters, Huroofe Tafkheem, Huroofe Maddah, Closed Letters, other Madds, Laam of الله and Rules of Raa in the **worksheet** that follows.



أَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ ○

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ○

وَمَا أَنْفَقْتُمْ مِنْ نَفَقَةٍ أَوْ نَذَرْتُمْ مِنْ نَذْرٍ فَإِنَّ اللَّهَ

يَعْلَمُهُ ۖ وَمَا لِلظَّالِمِينَ مِنْ أَنْصَارٍ ○ إِنْ تَبَدُّوا

الصَّدَقَاتِ فَنِعِمَّا هِيَ ۚ وَإِنْ تُخْفُوهَا وَتُوتُوهَا الْفُقَرَاءَ

فَهُوَ خَيْرٌ لَكُمْ ۖ وَيُكَفِّرُ عَنْكُمْ مِنْ سَيِّئَاتِكُمْ ۗ وَاللَّهُ

بِمَا تَعْمَلُونَ خَبِيرٌ ○ لَيْسَ عَلَيْكَ هُدَاهُمْ وَلَكِنَّ اللَّهَ

يَهْدِي مَنْ يَشَاءُ ۖ وَمَا تُنْفِقُوا مِنْ خَيْرٍ فَلَا نُفْسِكُمْ ۖ

وَمَا تُنْفِقُونَ إِلَّا ابْتِغَاءَ وَجْهِ اللَّهِ ۖ وَمَا تُنْفِقُوا مِنْ

خَيْرٍ يُؤَفَّ إِلَيْكُمْ وَأَنْتُمْ لَا تُظْلَمُونَ ○ لِلْفُقَرَاءِ الَّذِينَ

أُحْصِرُوا فِي سَبِيلِ اللَّهِ لَا يَسْتَطِيعُونَ ضَرْبًا فِي

الْأَرْضِ ۚ يَحْسَبُهُمُ الْجَاهِلُ أَغْنِيَاءَ مِنَ التَّعَفُّفِ ۚ



## LESSON 9

### GUNNAH IN NOON AND MEEM MUSHADDAD (نّ / مّ)

When the Noon or Meem has a tashdeed, make ghunnah equal to 1 Alif. Measure an Alif by opening a closed finger.

Colour: Green Noon, Meem and tashdeed (نّ مّ) Examples:

فِيهِنَّ كَأَنَّهُنَّ مِنَ الْجِنَّةِ وَالنَّاسِ عَمِّ فَاِمَا طَسَمَ الْمَرُّ

### Worksheet

Do the Special Letters, Huroofe Tafkheem, Huroofe Maddah, Closed Letters, the other madds, Laam of الله, Rules of Raa, and Ghunnah in نّ and مّ.

فَاَزَلَّهُمَا الشَّيْطَانُ عَنْهَا فَاَخْرَجَهُمَا مِمَّا كَانَا فِيهِ

وَقُلْنَا اهْبِطُوا بَعْضُكُمْ لِبَعْضٍ عَدُوٌّ وَلَكُمْ فِي

الْأَرْضِ مُسْتَقَرٌّ وَمَتَاعٌ إِلَىٰ حِينٍ ۝ فَتَلَقَىٰ آدَمُ مِنْ

رَبِّهِ كَلِمَاتٍ فَتَابَ عَلَيْهِ ۚ إِنَّهُ هُوَ التَّوَّابُ الرَّحِيمُ ۝

قُلْنَا اهْبِطُوا مِنْهَا جَمِيعًا ۚ فَاِمَا يَأْتِيَنَّكُمْ مِنِّي هُدًى

فَمَنْ تَبِعَ هُدَايَ فَلَا خَوْفٌ عَلَيْهِمْ وَلَا هُمْ يَحْزَنُونَ ۝



## LESSON 10

### QALQALAH

When a Qalqalah Letter has a sukoon, or it becomes a saakin due to waqf (stopping), make qalqalah. Qalqalah means to make an echoing sound. Qalqalah letters are:

قُطْبُ جَدِّ

Colour: Purple Qalqalah letter, purple sukoon (■). Examples:

نَفَعًا فَلَا تَقْهَرْ فَوْسَطُنْ أَطْعَمَهُمْ حَبْلُ  
يُحَاسِبُكُمُ أَلَمْ يَجْعَلْ أَجْرٌ لَمْ يَلِدْ وَلَمْ يُولَدْ  
وَأَنْ تَدْعُوا صَدْرَكَ فَانْصَبْ فَارْغَبْ

### Worksheet

Revision of all previous work and Qalqalah. Also remember to pronounce the ق and ط with tafkheem when making qalqalah.

وَالْعِدِيَّتِ ضَبْحًا ○ فَالْمُورِيَّتِ قَدْ حَا ○

فَالْمُفِيرَِّتِ صُبْحًا ○ فَأَثَرُنْ بِهِ نَقْعًا ○

فَوْسَطُنْ بِهِ جَمْعًا ○ إِنَّ الْإِنْسَانَ لِرَبِّهِ لَكَنُودٌ ○

وَأَنَّهُ عَلَىٰ ذَٰلِكَ لَشَهِيدٌ ○ وَأَنَّهُ لِحُبِّ الْخَيْرِ لَشَدِيدٌ ○



## Enrichment Worksheet

Using the appropriate colours, draw the symbols and colour in the outlined letters according to the rules that apply. Do every rule in the sequence mentioned below. After every step, practise that rule before going on to the next step.

- |                             |                                 |
|-----------------------------|---------------------------------|
| (1) Special Letters         | (2) Huroofe Tafkheem            |
| (3) Open and Closed Letters | (4) The different types of madd |
| (5) Laam of الله            | (6) Rules of Ra                 |
| (7) Ghunnah in ن and م      | (8) Qalqalah                    |

كَالْ يَوْمِ إِي لَكُمْ نَزِي مُبِينٌ • أَنْ اِبْدُوا إِلَهُ  
 وَاتُّوهُ وَأَرِي سُونِ • مَا لَكُمْ لَا تَجُورُنَّ لَهُ وَلَا  
 وَالَهُ أَنْبَتَكُمْ مِّنَ الْأَ نَبَاتًا • يُعِيدُكُمْ فِيهَا  
 وَيُجْكُمْ إِ اجًّا • وَالَ الْأَسْمِ خَا الْهُدَى أَمَّا  
 بِهِ فَمَنْ يُؤْمِنُ بِهِ فَلَا يَ افُ بَ سًا وَلَا هَ لَ •  
 أَوْزَ لِيهِ وَ تِلَ الَ - أَنْ تَ تِيْلًا • إَ نَاشِئَةً  
 الْيَلِ هِيَ أَشَدُّ وَ ءَا وَ اُومُ يِلًا • إَ لَكَ فِي الْهَ ا  
 سَ - لَ ا وَيِلًا • وَالَ زَفَاهُجَ •



## LESSON 11

### IKHFAA IN NOON SAAKIN AND TANWEEN

When any of the 15 Letters of Ikhfaa appears after Noon Saakin (نْ) or Tanween ( ً ), make ikhfaa. Ikhfaa means to conceal the Noon and Tanween whilst making a nasal sound equal in length to 1 Alif.

Measure an Alif by opening a closed finger.

The 15 Letters of Ikhfaa are:

ت ث ج د ذ ز س ش ص ض ط ظ ف ق ك

Colour: Green painting (■) covering the Noon Saakin, Tanween and Ikhfaa Letter. Examples follow.

أَنْ تَتَّقُوا فَمَنْ ثَقُلَتْ مِنْ دُونِ اللَّهِ مَنْ ذَا الَّذِي  
فَأَنْذِرْ أُنْزِلَ عَنْ سَبِيلِهِ فَمَنْ شَاءَ وَلَمَنْ صَبَرَ  
مَنْضُودٍ مَنْ طَغَى تَنْظُرُونَ مِنْ فَضْلِ أَنْفُسِهِمْ  
مِنْ قَبْلِكَ وَلَكِنْ كَانُوا خَيْرَ تَجِدُوهُ مَاءً ثَجَّاجًا  
أُمِّهِ جَعَلْنَا دَكَّاءًا نَارًا ذَاتَ وَطَرًا زَوْجِنُكَهَا  
قَوْلًا سَدِيدًا سَبْعًا شَدِيدًا بَرِيحٍ صَرْصَرٍ

Find 10 examples in the Qur'aan of ikhfaa in نْ and ً.



## Worksheet

Practise the Special Letters; Huroofe Tafkheem; Huroofe Maddah;  
Closed Letters; Madds; Laam of الله; Rules of Raa; Ghunnah  
in ن and م; Qalqalah; and Ikhfaa in ن and م.

الشَّيْطَانُ يَعِدُكُمُ الْفَقِيرَ وَيَأْمُرُكُم بِالْفَحْشَاءِ وَاللَّهُ

يَعِدُكُم مَّغْفِرَةً مِّنْهُ وَفَضْلًا وَاللَّهُ وَاسِعٌ عَلِيمٌ ۝ يُؤْتِي

الْحِكْمَةَ مَنْ يَّشَاءُ ۚ وَمَنْ يُؤْتَ الْحِكْمَةَ فَقَدْ أُوتِيَ خَيْرًا

كَثِيرًا ۚ وَمَا يَذَّكَّرُ إِلَّا أُولُو الْأَلْبَابِ ۝ وَمَا أَنْفَقْتُمْ مِّنْ

نَفَقَةٍ أَوْ نَذَرْتُمْ مِّنْ نَّذْرٍ فَإِنَّ اللَّهَ يَعْلَمُهُ ۚ وَمَا لِلظَّالِمِينَ

مِنْ أَنْسَارٍ ۝ إِنَّ تَبَدُّوا الصَّدَقَاتِ فَنَدِمَا هِيَ ۚ وَإِنْ

تَخَفَوْهَا وَتَوَتُّوْهَا الْفُقَرَاءَ فَهُوَ خَيْرٌ لَّكُمْ ۚ وَيُكَفِّرُ عَنْكُمُ

مِّنْ سَيِّئَاتِكُمْ ۚ وَاللَّهُ بِمَا تَعْمَلُونَ خَبِيرٌ ۝ لَيْسَ عَلَيْكَ

هُدَاهُمْ وَلَكِنَّ اللَّهَ يَهْدِي مَنْ يَّشَاءُ ۚ وَمَا تُنْفِقُوا مِنْ خَيْرٍ

فَلَا نُنْفِسِكُمْ ۚ وَمَا تُنْفِقُونَ إِلَّا ابْتِغَاءَ وَجْهِ اللَّهِ ۚ وَمَا

تُنْفِقُوا مِنْ خَيْرٍ يُؤَفَّ إِلَيْكُمْ وَأَنْتُمْ لَا تُظْلَمُونَ ۝



## LESSON 12

### IZHAAR IN NOON SAAKIN AND TANWEEN

When any letter from the Huroofe Halqee appears after Noon Saakin ( نْ ) or Tanween ( ً ), make izhaar. Izhaar means to pronounce the letter clearly and distinctly without making a nasal sound. Huroofe Halqee are:

هـ ع ح غ خ

Colour: Orange painting ( ■ ). Examples follow:

وَمِنْ أَهْلِ الْكِتَابِ وَيَنْهَوْنَ مِنْ عِبَادِنَا  
مِنْ حَيْثُ فَسَيْنُفُضُونَ مِنْ خَشْيَةِ اللَّهِ  
وَالْمُنْخَنِقَةُ بِعَذَابٍ أَلِيمٍ فَرِيقًا هَدَى  
إِنْ أَمَرُوا هَلَكَ قُرْآنًا عَرَبِيًّا عَلِيمًا حَكِيمًا  
عَفُوًّا غَفُورًا كَاذِبَةٍ خَاطِئَةٍ وَرَحْمَةً خَيْرٌ

Find 10 examples of izhaar in نْ and ً from the Qur'aan.

On the **worksheet** on the next page practise Special Letters, Huroofe Ta'kheem, Huroofe Maddah, Closed Letters, Different Types of Madd, Laam of الله, Rules of Raa, Ghunnah in نْ and مْ, Qalqalah, Ikhfaa in نْ and ً, and Izhaar in نْ and ً.



## Worksheet

الشَّيْطَانُ يَدْعُوكُمُ الْفَقْرَ وَيَأْمُرُكُم بِالْفَحْشَاءِ وَاللَّهُ  
 يَدْعُوكُم مَّغْفِرَةً مِنْهُ وَفَضْلًا وَاللَّهُ وَاسِعٌ عَلِيمٌ ۝ يُؤْتِي  
 الْحِكْمَةَ مَنْ يَشَاءُ ۚ وَمَنْ يُؤْتَ الْحِكْمَةَ فَقَدْ أُوتِيَ خَيْرًا  
 كَثِيرًا ۚ وَمَا يَذَّكَّرُ إِلَّا أُولُو الْأَلْبَابِ ۝ وَمَا أَنْفَقْتُمْ مِنْ  
 نَفَقَةٍ أَوْ نَذَرْتُمْ مِنْ نَذْرٍ فَإِنَّ اللَّهَ يَعْلَمُهُ ۚ وَمَا لِلظَّالِمِينَ  
 مِنْ أَنْبَاءٍ ۝ إِنْ تَبَدُّوا لَصَادِقَاتٍ فَمِمَّا هِيَ ۚ وَإِنْ  
 تَخَفُوهَا وَتَوْتُوهَا الْفُقَرَاءَ فَهُوَ خَيْرٌ لَكُمْ ۚ وَيُكَفِّرُ عَنْكُمُ  
 مِّنْ سَيِّئَاتِكُمْ ۚ وَاللَّهُ بِمَا تَعْمَلُونَ خَبِيرٌ ۝ لَيْسَ عَلَيْكَ  
 هُدَاهُمْ وَلَكِنَّ اللَّهَ يَهْدِي مَنْ يَشَاءُ ۚ وَمَا تُنْفِقُوا مِنْ خَيْرٍ  
 فَلَا تُنْفِسْكُمْ ۚ وَمَا تُنْفِقُونَ إِلَّا ابْتِغَاءَ وَجْهِ اللَّهِ ۚ وَمَا  
 تُنْفِقُوا مِنْ خَيْرٍ يُوَفَّ إِلَيْكُمْ وَأَنْتُمْ لَا تُظْلَمُونَ ۝  
 لِلْفُقَرَاءِ الَّذِينَ أُحْصُوا فِي سَبِيلِ اللَّهِ لَا يَسْتَطِيعُونَ

ضَرْبًا فِي الْأَرْضِ



## LESSON 13

### IDGHAAM IN NOON SAAKIN AND TANWEEN

When any letter from **يَرْمُلُونَ** appears after Noon Saakin (نْ) or Tanween (ـَـهٖـهٔ), make idghaam. Idghaam means to join.

(A) Make the idghaam with ghunnah in **يَنْزِلُونَ**. This is called Idghaame Naaqis. The ghunnah will be equal to 1 Alif.

Colour: Light Green painting (■). Examples follow:

وَمَنْ يَفْعَلْ مِنْ نَّصِيرِينَ مِنْ مَّقَامِكَ مِنْ وَالٍ  
مُنَادِيًا يُنَادِي رَسُولًا نَبِيًّا أَيْمًا مَعْدُودَاتٍ

(B) Make idghaam without ghunnah in ر and ل. This is called Idghaame Taam.

Colour: Yellow painting (■). Examples follow:

مِنْ لَدُنْ مِنْ رَحْمَتِهِ لَمْ يَكُنْ لَهُ خَيْرًا لَهُمْ  
وَيْلٌ لِكُلِّ هُمْزَةٍ لُحْزَةٍ غَفُورٌ رَحِيمٌ

Find in the Qur'aan 10 examples each of idgham Naaqis and Taam in نْ and ـَـهٖـهٔ.

There is no idghaam in these words: بُنْيَانٌ صُنُوفٌ قُنُوفٌ دُنْيَا



## Worksheet

Practise all previous work, as well as Idghaam Naaqis and Taam.

الشَّيْطَانُ يَعِدُّكُمْ الْفَقْرَ وَيَأْمُرُكُمْ بِالْفَحْشَاءِ ۚ وَاللَّهُ  
 يَعِدُّكُمْ مَغْفِرَةً مِّنْهُ وَفَضْلًا ۗ وَاللَّهُ وَاسِعٌ عَلِيمٌ ۝ يُؤْتِي  
 الْحِكْمَةَ مَن يَشَاءُ ۚ وَمَن يُؤْتَ الْحِكْمَةَ فَقَدْ أُوتِيَ خَيْرًا  
 كَثِيرًا ۗ وَمَا يَذَّكَّرُ إِلَّا أُولُو الْأَلْبَابِ ۝ وَمَا أَنْفَقْتُمْ مِّنْ  
 نَّفَقَةٍ أَوْ نَذَرْتُمْ مِّنْ نَّذْرٍ فَإِنَّ اللَّهَ يَعْلَمُهُ ۗ وَمَا لِلظَّالِمِينَ  
 مِنْ أَنْبَاءٍ ۝ إِنْ تُبْذَرُوا الصَّدَقَاتِ فَنِعِمَّا هِيَ ۚ وَإِنْ  
 تُخْفُوهَا وَتُوتُوهَا الْفُقَرَاءَ فَهُوَ خَيْرٌ لَّكُمْ ۗ وَيُكَفِّرُ عَنْكُمُ  
 مِّنْ سَيِّئَاتِكُمْ ۗ وَاللَّهُ بِمَا تَعْمَلُونَ خَبِيرٌ ۝ لَيْسَ عَلَيْكَ  
 هُدْيُهُمْ وَلَكِنَّ اللَّهَ يَهْدِي مَن يَشَاءُ ۗ وَمَا تُنْفِقُوا مِنْ خَيْرٍ  
 فَلَا نَنْفُسِكُمْ ۗ وَمَا تُنْفِقُونَ إِلَّا ابْتِغَاءَ وَجْهِ اللَّهِ ۗ وَمَا  
 تُنْفِقُوا مِنْ خَيْرٍ يُوَفَّ إِلَيْكُمْ وَأَنْتُمْ لَا تُظْلَمُونَ ۝



## LESSON 14

### QALB IN NOON SAAKIN AND TANWEEN

When there is a Ba ( ب ) after Noon Saakin ( نْ ) or Tanween ( ً ), the Noon and tanween will change into a Meem ( م ), whilst making a nasal sound equal to 1 Alif.

Measure an Alif by opening a closed finger.

Colour: Blue painting ( ■ ).

Examples:

أَنْبِئُونِي بِذُنُوبِهِمْ بِصِيرٍ بِالْعِبَادِ مُحِيطٌ بِالْكَافِرِينَ

#### Worksheet

Practise Qalb in the following examples. Make a nasal sound equal to 1 Alif. Remember to measure an Alif by opening a closed finger.

وَيُؤْمِنُ بِاللَّهِ مِنْ بَعْدِ ذَلِكَ لِيُنَبِّذَنَّ أَنْبَتَكُمْ

فَمَنْ يُؤْمِنُ بِرَبِّهِ أَبَدًا بِمَا قَدَّمَتْ قَوْلًا بَلِيغًا

فُرُشٍ بِطَائِنِهَا أَيُّ بَيِّنَاتٍ يَوْمَئِذٍ بِجَهَنَّمَ

Find 10 examples in the Qur'aan of qalb in نْ and ً.



## LESSON 15

### IKHFAA IN MEEM SAAKIN

When a **ب** follows a **م**, make ikhfaa equal to 1 Alif.

Colour: Green painting (■). Examples follow:

عَلَيْهِمْ بَرَكَاتٍ رُسُلُهُم بِالْبَيِّنَاتِ عَلَيْهِم بِالْإِثْمِ  
هُمْ بِلِقَاءِ رَبِّهِمْ تَرْمِيهِمْ بِحِجَارَةٍ رَبَّهُمْ بِهِمْ

## LESSON 16

### IDGHAAM IN MEEM SAAKIN

When a Meem ( **م** ) follows a Meem saakin ( **م** ), make idghaam whilst making a nasal sound equal to 1 Alif.

Colour: Light green painting (■). Examples follow:

إِلَيْكُمْ مُّرْسَلُونَ وَأَرْجُلُكُمْ مِنْ لَهُمْ مُوسَى  
فِي قُلُوبِهِمْ مَرَضٌ فِي رَيْبٍ مِمَّا آزَوَاجٌ مُطَهَّرَةٌ

When any letter besides **ب** and **م** follows a **م**, make izhaar.

عَلَيْهِمْ وَكِيلًا لَا تَمْسِ رَبُّكُمْ أَعْلَمُ يَرْحَمُكُمْ

Find from the Qur'aan 5 examples each of ikhfaa, idghaam and izhaar in **م**.



## Enrichment Worksheet

Using the appropriate colours, draw the symbols and colour in the outlined letters in the sequence mentioned below, according to the particular rule that applies. After every step, practise that rule before going on to the next step.

- |                                 |                            |
|---------------------------------|----------------------------|
| (1) Special Letters             | (10) Izhaar in نُن and نُن |
| (2) Huroofe Tafkheem            | (11) Idghaam Naqis         |
| (3) Open and Closed Letters     | In نُن and نُن             |
| (4) The different types of madd | (12) Idghaam Taam          |
| (5) Laam of الله                | in نُن and نُن             |
| (6) Rules of Raa                | (13) Qalb in نُن and نُن   |
| (7) Ghunnah in نُن and مُم      | (14) Ikhfaa in مُم         |
| (8) Qalqalah                    | (15) Idghaam in مُم        |
| (9) Ikhfaa in نُن and نُن       | (16) Izhaar in مُم         |

أَوْ بِالْهِ مِنَ الشَّيْءِ نِ الْ جِيمِ ○

بِسْمِ الْهِ الْ مِنْ الْ يُمِ ○

وَلَا تَفْ مَا لَيْسَ لَكَ بِهِ لِمُطَا السَّمِ وَالْبِ

وَالْفُؤَادَ كُلُّ أُولَئِكَ كَانَ مِنْهُ مَسْئُولًا ○ وَلَا تَمْشِ

فِي الْأَمْ لَأِيكَ لَنْتَ الْأَ وَلَنْ

تَلُ الْجِبَالَ ○ وَلَا ○ كُلُّ لِكَ كَانَ سَيِّئَةً نَدَ



بِكَ مَكَ وَهَّا ٥ لِكَ مَآوَى إِلَيْكَ بِكَ مِنْ  
 الْكِتَابِ وَلَا تَدْرِكُ إِلَّا إِلَهُ الْهَاءِ فَتَدْرِكُ فِي  
 جَهَنَّمَ مَلُومًا مَوْءُودًا ٥ أَفَأَفْكَمُ بِكُمْ  
 بِالْبَنِينَ وَآتَى - مِنَ الْمَلِكَةِ إِنَّا مَاءُ إِيَّاكُمْ  
 لَتَدُولُونَ وَلَا - يُمَّا ٥ وَلَا - فَنَافِي هَا  
 الْإِنِّ لِيَكْ وَاطْمَ وَمَا يَزِيدُهُمْ إِلَّا نُفُورًا ٥ لُ  
 لَوْ كَانَ مَاءُ إِلَهَةٍ كَمَا يَدُولُونَ إِلَّا تَدُوا إِلَى  
 عَالٍ - شِ سَبِيلًا ٥ سُبُ - نَحْ وَتَدْلِي -  
 يَدُولُونَ لَوْ أَكْبَدُ ٥ تَسْبِي لَهَ السَّمَوَاتِ  
 السَّ - وَالْأُ وَمَنْ فِيهِ ط وَإِنْ مِنْ شَيْءٍ  
 إِلَّا يُسَبِّحُ بِحَمْدِهِ وَلَكِنْ لَا تَفْهَمُونَ تَسْبِيحَهُمْ ط



إِنه كَانَ لِيَمَّا فُوتَا ٥

### Worksheet

This is a repetition of the last worksheet. Compare your markings with the markings in this worksheet. See what mistakes you have made and rectify them. Finally practise reading these aayaat over and over until you have mastered all aspects of correct recitation.

أَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ ٥

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ٥

وَلَا تَقْفُ مَا لَيْسَ لَكَ بِهِ عِلْمٌ إِنَّ السَّمْعَ وَالْبَصَرَ

وَالْفُؤَادَ كُلُّ أُولَئِكَ كَانَ عَنْهُ مَسْئُولًا ٥ وَلَا تَمْشِ

فِي الْأَرْضِ مَرَحًا إِنَّكَ لَن تَخْرِقَ الْأَرْضَ وَلَن تَبْلُغَ

الْجِبَالَ طُولًا ٥ كُلُّ ذَلِكَ كَانَ سَيِّئُهُ عِنْدَ

رَبِّكَ مَكْرُوهًا ٥ ذَلِكَ مِمَّا أَوْحَى إِلَيْكَ رَبُّكَ مِنْ



الْحِكْمَةُ وَلَا تَجْعَلْ مَعَ اللَّهِ إِلَهًا آخَرَ فَتُلْقَى فِي

جَهَنَّمَ مَلُومًا مَّدْحُورًا ۝ أَفَأَصْفِكُمْ رَبُّكُمْ

بِالْبَنِينَ وَاتَّخَذَ مِنَ الْمَلَائِكَةِ إِنَاثًا ۚ إِنَّكُمْ

لَتَقُولُونَ قَوْلًا عَظِيمًا ۝ وَلَقَدْ صَرَّفْنَا فِي هَذَا

الْقُرْآنِ لِيَذْكُرُوا ۚ وَمَا يَزِيدُهُمْ إِلَّا نُفُورًا ۝ قُلْ

لَوْ كَانَ مَعَهُ آلِهَةٌ كَمَا يَقُولُونَ إِذَا لَأَبْتَغُوا إِلَىٰ

ذِي الْعَرْشِ سَبِيلًا ۝ سُبْحَنَهُ وَتَعَالَىٰ عَمَّا

يَقُولُونَ ۚ عَلَوْا كِبِيرًا ۝ تُسَبِّحُ لَهُ السَّمَوَاتُ

السَّبْعُ وَالْأَرْضُ وَمَنْ فِيهِنَّ ۚ وَإِنْ مِنْ شَيْءٍ

إِلَّا يُسَبِّحُ بِحَمْدِهِ وَلَكِنْ لَا تَفْقَهُونَ تَسْبِيحَهُمْ ۚ

إِنَّهُ كَانَ حَلِيمًا غَفُورًا ۝









Islamic Publications  
P. O. Box 289  
Crown Mines 2025  
South Africa  
Tel: +27 11 837-6768  
E-mail: rafeeqe@wol.co.za